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*Helping People  
Help the Land*

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Transmitted via email

January 30, 2006

MINNESOTA BULLETIN NO. 300-6-14

SUBJECT: LTP – WILDLIFE HABITAT INCENTIVES PROGRAM (WHIP)

**ACTION DUE BY: Dates Noted**

Purpose. To distribute guidance relative to FY98 – FY03 (non-protracts) WHIP contracts with open obligations.

Expiration Date. September 30, 2006.

A review of FY98-FY03 WHIP open contracts indicates a substantial amount of open obligations remain in FFIS. Field staff are directed to perform a systematic review of these open contracts to determine what items remain to be completed, gauge producer interest in completing all contract items, and de-obligate any un-needed funds.

The statewide spreadsheet identifying these open obligation contracts is attached to this bulletin. The spreadsheet identifies open contracts categorized as either; 1) no payments made to date, or 2) contracts with one or more payment made, but with and outstanding open balance. Field staff will complete a contract status review on each contract in the spreadsheet and based on the additional guidance below categorized them as either; complete, cancelled, active or terminated

**Guidelines for reviewing open Non-Protracts WHIP Cost Share Contracts.**

Review open contracts as follows:

- a. Contracts with no payments made to date (coded yellow on spreadsheet). Conduct contract status review:
  1. Landowner and NRCS agree that the contract can be re-scheduled to be completed on time. Modify contract as necessary and continue. Forward a copy of the status review and modification to the SO through the AO (**active**).
  2. Landowner wishes not to continue with the contract. Complete final status review with landowner signature and forward to the SO through the AO. Remaining dollars will be de-obligated. (**cancellation**).
  3. NRCS determines that the contract is in violation. Discuss with the landowner the option to voluntarily cancel the contract (option #2 above). If the landowner does not wish to voluntarily cancel the contract, terminate the contract with appeal rights. Remaining dollars will be de-obligated after appeal rights have been exhausted (**termination**).

- b. Contracts with one or more payments made but with an outstanding balance (coded blue). Conduct contract status review:
  - 1. Contract is complete.  
Complete final status review with DC signature indicating contract is complete and forward to AO. Remaining dollars will be de-obligated (**complete**).
  - 2. Contract is currently incomplete:
    - a. Landowner and NRCS agree that contract is on schedule or can be re-scheduled to complete contract on time. Modify contract as necessary and continue. Forward a copy of the status review and modification to the SO through the AO (**active**).
    - b. Landowner wishes not to continue with the remaining items. Complete final status review with landowner signature and forward to the SO through the AO, along with a contract modification deleting the remaining contract items. Remaining dollars will be de-obligated (**complete**).

By June 1, 2006 field staff will send their updated WHIP spreadsheet to the Area Office who will check the information and submit a complied area spreadsheet with the current contract status to Paul Flynn by June 10, 2006.

Direct questions you may have regarding the 2005 WHIP program guidance to Paul Flynn, State Resource Conservationist.

/s/

WILLIAM HUNT  
State Conservationist

Attachment

DIST: AO  
FO  
ARC  
Paul Flynn, SRC, St. Paul, MN  
Tim Koehler, ASTC, St. Paul, MN